

BUYER I

The basic purpose of this position is to administer public procurement through purchase order, quotation and bid processes in a manner consistent with Milwaukee Public Schools (MPS) policy and State of Wisconsin Statutes. The Buyer I is responsible for product research and price evaluation, sourcing, order expediting and problem resolution. The Buyer must foster positive customer and vendor relationships and fulfill customer requirements for goods and services through managed competitive, legal and ethical acquisition practices.

ESSENTIAL FUNCTIONS:

- Checks purchase requisitions for completeness and accuracy.
- Performs the complete purchasing cycle which includes editing purchase requisitions, converting requisitions to purchase orders, issuing purchase orders, soliciting telephone, formal and informal quotes, expediting and order follow up, problem resolution.
- Responds to questions from schools and departments about order status, pricing, new products, sources of supply, purchasing procedure.
- Reviews and evaluates quotations, bids and proposals to determine lowest/best value added respondent.
- Conducts product research/tests and stays up to date on commodity expertise, price, and trends.
- Writes or assists customers in writing bid/quote specifications, including product/technical requirements, bidder requirements and evaluation method.
- Evaluates bids/proposals to determine compliance with specifications, HUB goals, etc. Awards bids/proposals in a manner consistent with MPS Board policy. Handles rejections and complaints.
- Maintains stock in MPS warehouse, reviews requests to add items, reviews usage, removes obsolete or low demand items.
- Maintains a vendor file for all commodity groups.
- Determines when new contracts may be required, awards and manages contracts.
- Meets with suppliers/vendors to provide information on how to do business with the MPS.
- Makes recommendations to management as to quality of goods or services provided by a vendor.
- Makes suggestions regarding purchasing department operations.
- Assigns, directs and monitors activities of Secretary I or II and participates in performance evaluation.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

1. A Bachelor's degree in Business or a closely related field from a college recognized by the Council for Higher Education Accreditation, U.S. Department of Education or a foreign equivalent,

OR

An Associate's Degree in Business or a closely related field plus two years of experience in quantity buying of supplies and equipment for a public agency or large private concern

NOTE: Equivalent combinations of training, education and experience will be considered.

2. Residence in the City of Milwaukee within 6 months of hire.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of purchasing for a government agency.
- Knowledge of word processing and database management.
- Knowledge of standard business English.
- Skill in using current Microsoft Office Software, including Excel and Word.
- Skill in verbal and written communication.
- Ability to perform purchasing-related arithmetic calculations
- Ability to prepare written and oral reports and presentations.
- Ability to work with relative independence.
- Ability to conduct studies, analyze and evaluate data, and make decisions on complex projects.
- Ability to maintain effective liaison with vendors, management and co-workers.
- Ability to assign, direct and supervise the workflow of a secretary.